



CALIFORNIA AIR RESOURCES BOARD

CAREER EXECUTIVE ASSIGNMENT

POSITION: ASSISTANT EXECUTIVE OFFICER

LEVEL: CEA 3

SALARY: \$8594 - \$9476

FINAL FILING DATE: FEBRUARY 25, 2009 OR UNTIL FILLED

POSITION INFORMATION

Under the administrative direction of the Executive Officer, the Assistant Executive Officer manages the Office of Climate Change within the Executive Office and is responsible for the development of policies and strategies to implement an economy-wide program that will achieve greenhouse gas reduction targets set forth in Chapter 488, Statutes of 2006 (AB 32, Pavley and Nunez). The Air Resources Board has adopted a matrix management approach for its climate change activities under which certain tasks are directly performed by the Office of Climate Change but other tasks are distributed out to the appropriate Divisions. The Assistant Executive Officer will oversee the activities of the Office of Climate Change, and in addition, has crosscutting responsibility to plan and organize the Board-wide work to ensure that the work product taken as a whole addresses all necessary issues and meets all deadlines.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Applications will be screened and evaluated on the basis of the candidate's ability to meet the following desirable qualifications:

1. Managerial experience and demonstrated leadership, creativity, and sound judgment in directing a group of multi-disciplinary professionals to implement a complex sensitive program
2. Ability to successfully manage a matrix organizational structure and accomplish project objectives within schedule and budget
3. Ability to formulate and implement sound policy recommendations that integrate technical engineering, scientific, economic, environmental and legal considerations
4. Well-developed interpersonal skills and the ability to communicate effectively both orally and in writing
5. Knowledge of policy issues and challenges associated with the use of alternative fuels, motor vehicle and stationary source greenhouse gas reduction strategies, and market based greenhouse gas pollution reduction programs
6. Detailed knowledge of how state and federal governments function, and the State rulemaking process
7. Ability to establish and maintain effective working relationships with senior representatives of regulated facilities, environmental groups, the Legislature, media organizations, and government agencies
8. General understanding and awareness of multicultural protocols and sensitivity to cultural differences
9. Ability to exercise discretion and diplomacy in sensitive interactions with stakeholders

EXAMINATION PROCESS

The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than two pages. (Resumes are optional and do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

Each candidate will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will be used solely to fill the position identified on this examination announcement.

FILING INSTRUCTIONS

All interested applicants should submit a completed Standard State Application (Std. 678), and a "Statement of Qualifications" detailing how the candidate's education, training, experience, and skills meet the Minimum Requirements and Desirable Qualifications for the position to the California Air Resources Board, Human Resources Branch, 1001 "I" Street/P.O. Box 2815, Sacramento, CA 95812, Attention: Shelly Chinn by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Shelly Chinn at (916) 324-7196 or schinn@arb.ca.gov.

<p>For vacancy and exam information contact:</p>  <p>www.arb.ca.gov/jobs/job.htm</p>	<p>TTY/TDD/Speech-to-Speech users may dial 711.</p>  <p>The California Relay Service.</p>	<p>For reasonable accommodations, please call (916) 323-4916</p> 	<p>An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</p> <p>It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.</p>
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